

State of Michigan

Department of Management and Budget

Space Estimator (Page 1 of 4)

(Must be submitted with your 618)

Office Work Area Requirements

Agency: Department: Dept. Of Human Services Location: 1975 W. Main Street, Owosso, MI 48867				Contact Person: Michelle Holloway Telephone: 517/241-2989 Email: hollowaym@michigan.gov				2/8/2008 Creation Date: Revised Date:			
					Current Space Needs		Future Space Needs				
Work Areas	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Current Number of Staff	Current Net Work Area	Staff Growth	Total Number of Staff	Total Net Work Area	Comments (Required when using User Override)	
Department Director	Enclosed Office	350		x		0		0	0		
Chief Deputy Director (19 & above)	Enclosed Office	250		x		0		0	0		
Deputy Director, Assistant Director, Bureau Director (18 & above)	Enclosed Office	225		x	1	225		1	225		
Division Heads or Chiefs, Agency Director (18 & above)	Enclosed Office	180		x		0		0	0		
Special Designation Office (requires justification)	Enclosed Office	150		x	7	1,050		2	300		
Assistant Division Director or Chief, Managers (13 & above)	Open Office	120		x		0		5	600		
Supervisors	Open Office	80		x	0	0	0	0	0		
Professionals, Technicians	Open Office	80		x	50	4,000	5	50	4,000		
Part-Time, Students, Interns, Field Staff, etc.	Open Office	48		x	4	192		5	240		
Hotelling Space	Shared Open Office	20		x	4	80		5	100		
					Total Current Work Area Requirements Staff: 66 Area: 5,547		Total Future Work Area Requirements Staff: 68 Area: 5,465				

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Special Support Area Requirements

Agency: Department: Dept. Of Human Services Location: 1975 W. Main Street, Owosso, MI 48867		Contact Person: Michelle Holloway Telephone: 517/241-2989 Email: hollowaym@michigan.gov				Creation Date: Revised Date:		
					Space Needs			
Public Use Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	Number of Areas	Total Area	Comments
Reception Area			400	x		1	400	Need room for staff, files and paperwork
Service Counter/Waiting Area			300	x		1	300	need room for clients
Security Guard Station			80	x		1	80	Guard is located in lobby
Interview Rooms		120		x		6	720	
Public Access Toilet Facilities		80	150	x		2	300	Needs to handle multiple clients
TOTAL PUBLIC USE SPACE:						1,800		
Conference & Meeting Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required when using User Override)
Conference (40+ Person)		800	N/A	x	1		800	
Conference (10-12 Person)		225	N/A	x	2		450	
Conference (6-8 Person)		150	N/A	x	2		300	
Conference (2-4 Person)		100	N/A	x	3		300	
Team Work Area	Hearing Room	120		x	1		120	
TOTAL CONFERENCE & MEETING SPACE:						1,970		
Special Use Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required when using User Override)
Mail Area		80		x	1	1	80	
Records & Storage	Enclosed file / supply storage.	100	400	x	1		400	Need storage for extensive files
Copy / Fax Area	(1 for every 30 staff)	36		x	2	2	72	
Recycling Station	(1 for every 60 staff)	36	N/A	x	2	1	36	
Lunch / Break Room	(Assumes 20% usage)	250	300	x	1		300	
First Aid Room		120		x	1		120	
Unassigned Filing	(1 lateral file for 2 staff)	9	18	x	34	52	468	
LAN / Telecommunications Closet	(1 closet for 150 staff)	150		x	1		150	
TOTAL SPECIAL USE SPACE:						1,626		
TOTAL SPECIAL SUPPORT AREA REQUIREMENTS:						5,396		

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User Defined Area (Non-Standard Office Space)

Agency: Department: Dept. Of Human Services Location: 1975 W. Main Street, Owosso, MI 48867		Contact Person: Michelle Holloway Telephone: 517/241-2989 Email: hollowaym@michigan.gov		Creation Date: Revised Date:	
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					Space Needs			
User Defined Space	Attributes	Standard Net Square Feet (NSF)	User Override NSF	x	Standard Number of Areas	User Override Number of Areas	Total Area	Comments (Required)
Telephone Room	phone equipment		100	x		1	100	VOIP system
Visitation Room	family visits		150	x		2	300	foster family visits
Observation Room	observes family visits		120	x		1	120	observing foster family visits
EBT/Accounting Room	accounting records		400	x		1	400	confidential accounting
Employee Bathrooms	must be separate from client bathrooms		200	x		2	400	employees need separate bathrooms
Mobile Filing System	Concentrated Load		450	x		1	450	high density filing
Janitors Closet	must have slop sink & plastic wall covering		60			1	60	Janitorial supplies & equipment storage play room
Tot Area off Client Lobby	kid play area		150			1	150	
TOTAL USER DEFINED AREA REQUIREMENTS:							1,980	

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Summary Page

Agency: Department: Dept. Of Human Services Location: 1975 W. Main Street, Owosso, MI 48867		Contact Person: Michelle Holloway Telephone: 517/241-2989 Email: hollowaym@michigan.gov		Date: Date Revised:	
DMB Project Number:					

	Current Space Needs		Future Space Needs		
	Staff	Area	Staff	Area	
Office Work Area Requirements					
Enclosed Office	8	1,275	3	525	
Open Office	58	4,272	65	4,940	
TOTAL NET WORK AREA REQUIREMENTS:	66	5,547	68	5,465	

	Space Needs	
Special Support Area Requirements		
Public Use Area		1,800
Conference & Meeting Area		1,970
Special Use Area		1,626
User Defined Area		1,980
TOTAL NET SPECIAL SUPPORT AREA REQUIREMENTS:		7,376
TOTAL NET OFFICE SPACE REQUIREMENTS:		12,841

Net to Usable Ratio: 70%
 User Override Net to Usable Ratio:

TOTAL USABLE OFFICE SPACE REQUIREMENTS: 18,344 Square Feet

Total Current Staff: 66
 Total Future Staff: 68
 Percent Growth: 3%